*Updated: 11/22/22*

Purpose

With the interests of increasing network and account security, RVCC has implemented Multi-Factor Authentication (MFA) when signing into RVCC applications. Please review this document for an understanding of how to register, modify, and login using Multi-Factor Authentication.

Register for MFA

In order to utilize Multi-Factor Authentication (MFA), you **must** configure at least one authentication method in your RVCC Microsoft account portal. Below are the available methods:

- **Mobile phone (SMS, Voice call)** – a code is sent via a text message or provided over a phone call
- **Microsoft Authenticator App (Push Notification)** – a notification is pushed to the mobile device with a button for "Approve" or "Deny"
- **Microsoft Authenticator App (Verification Code)** – a code is generated in the app and entered at the MFA prompt. This does **not** require a network connection.
- **Office Phone (Voice Call)** – a code is provided over a phone call to your office phone
- **Handheld Hardware Tokens –** this is a physical device about the size of a key which generates a code that is entered at the MFA prompt. This does **not** require a network connection. For more information about this, please contact the RVCC Help Desk.


1. Navigate to https://aka.ms/mfasetup and enter your RVCC account, then click '*Next'.*
2. Once redirected to the RVCC login page, enter your account password, then click '*Sign in'*
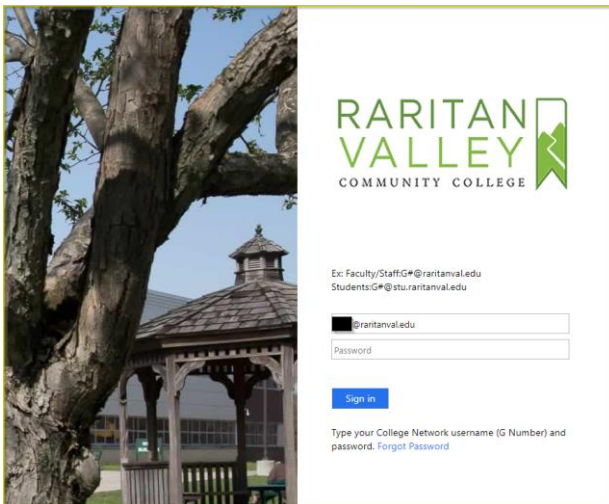
3. At the "More information is required" message, click *'Next'*
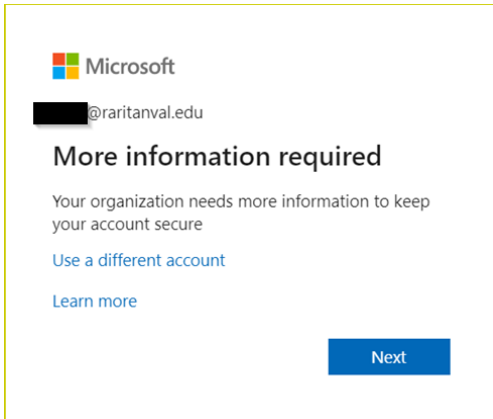
4. Complete the MFA registration process by clicking the drop-down and choosing your desired authentication method from the aforementioned list, then follow the guided on-screen steps.
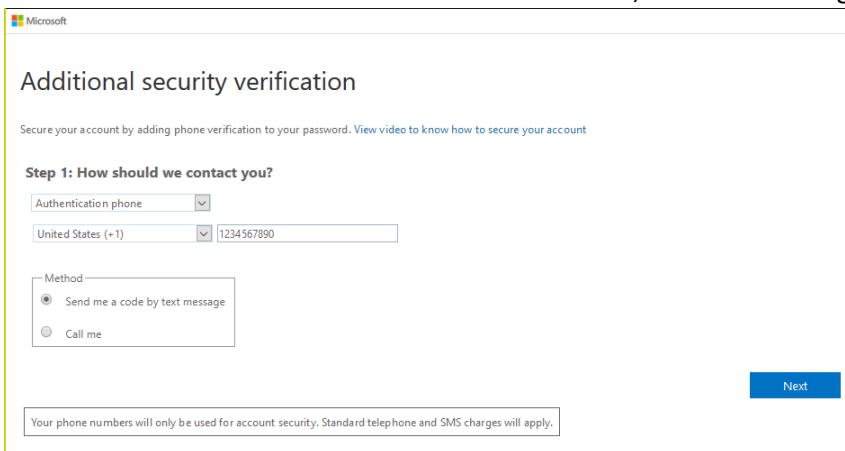
5. After clicking '*Next*', you will have the option to add a secondary authentication method. If you do not wish to add any additional methods, you may close the window. Otherwise, complete the required information and click '*Save*'.
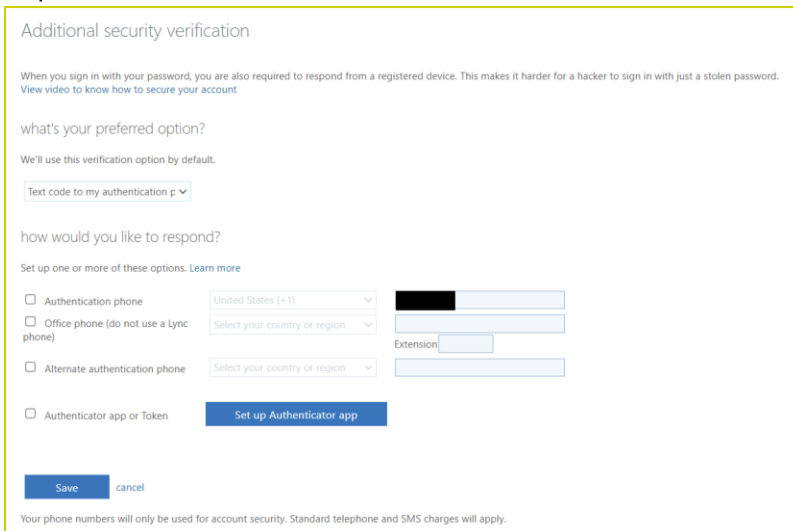

MFA Registration is now complete.

Logging in using MFA

Once you have registered at least *one* authentication method, you will now be able to complete MFA prompts when logging in to various RVCC applications.

You will have the option to remain signed in for 7 days if you select the "Keep Me Signed In" checkbox. This means that you will not have to log in to the RVCC application each time you open your browser so long as you do not clear your browser cookies. Otherwise, you must log in to the application each time you close and re-open your browser.

An example of logging into RVCC's *Lion's Den* with MFA is shown below. The prompt for Multi-Factor authentication at *Step 3* will vary based upon your registered MFA method:

1. Navigate to Lion's Den – https://lionsden.raritanval.edu/

2. Enter your RVCC account and password. If you would like to remain signed in for 7 days, please check the box for "Keep Me Signed In". Then, click *'Sign in'.*
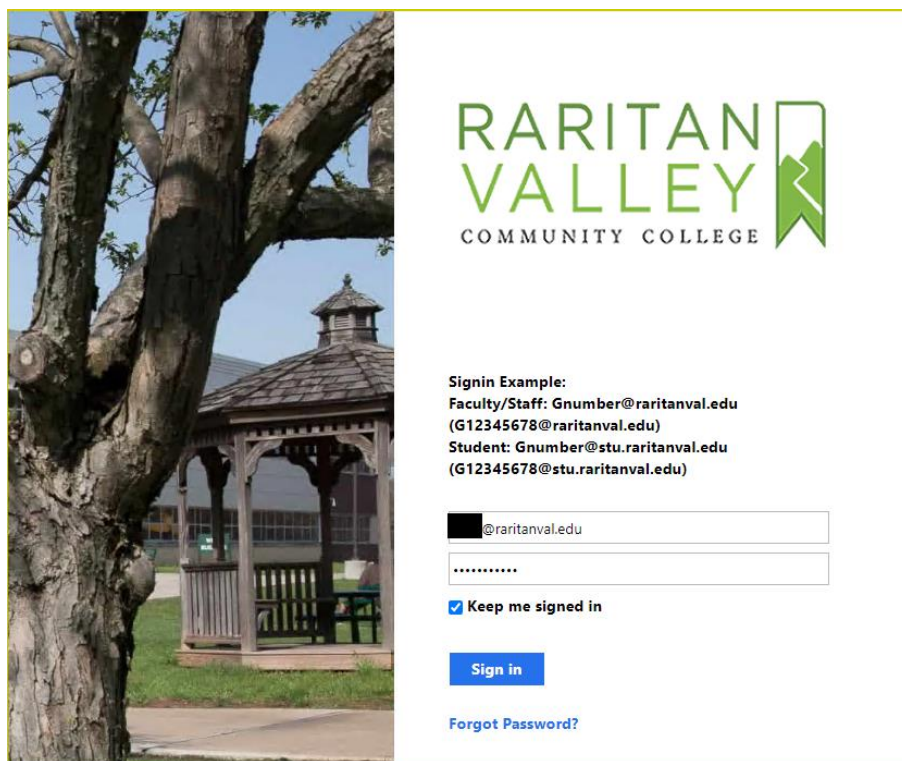
3. You will receive a prompt to enter in additional information (MFA) to verify your account. Complete the prompt using your registered MFA method, then click '***Sign in***'.
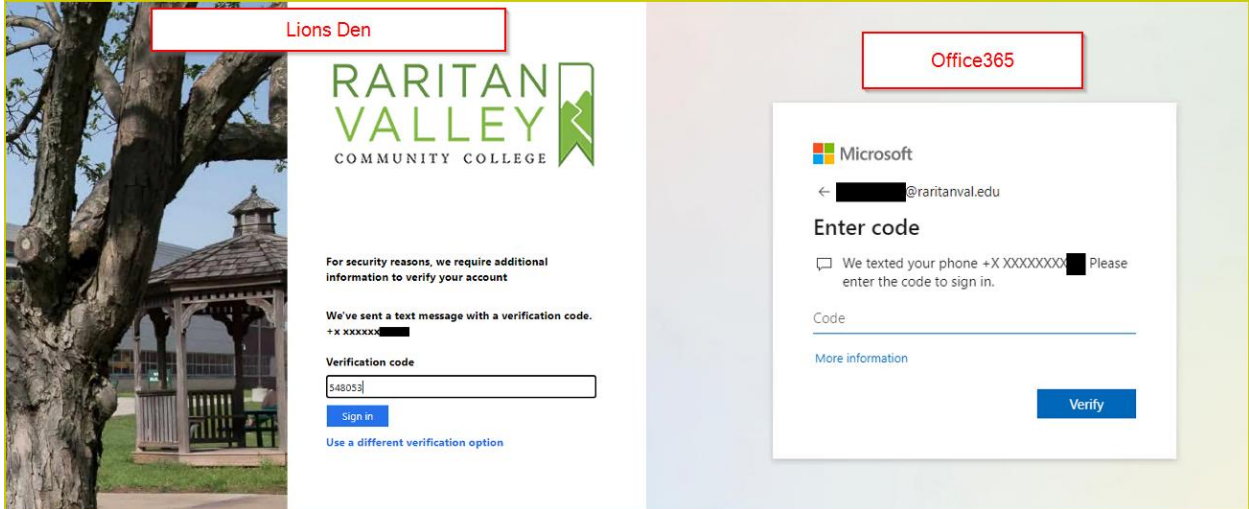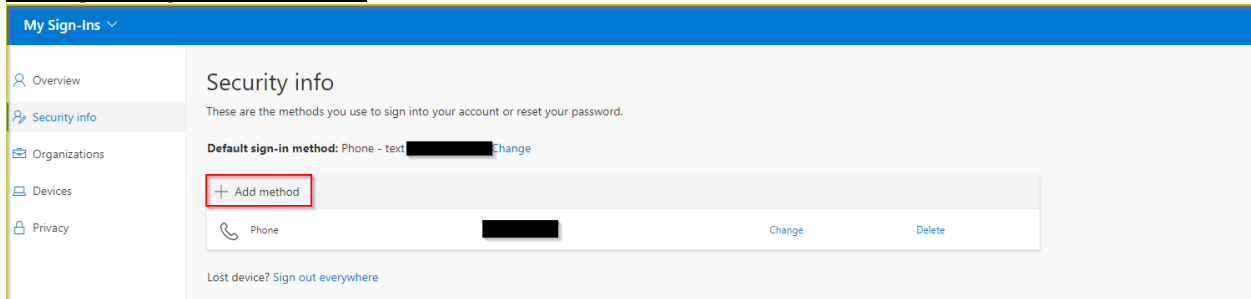
You will now be logged into the requested application (in this case, Lion's Den).

Modifying Authentication Methods

Users have the ability to add, remove, and modify their already-registered MFA methods using their Microsoft account portal.
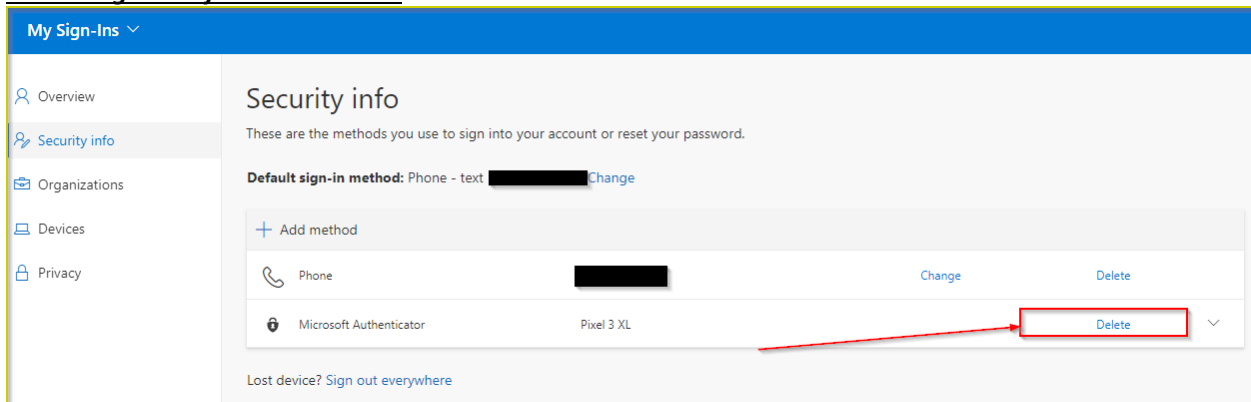
1. Login to your **RVCC Office 365 account** - https://mysignins.microsoft.com/security-info

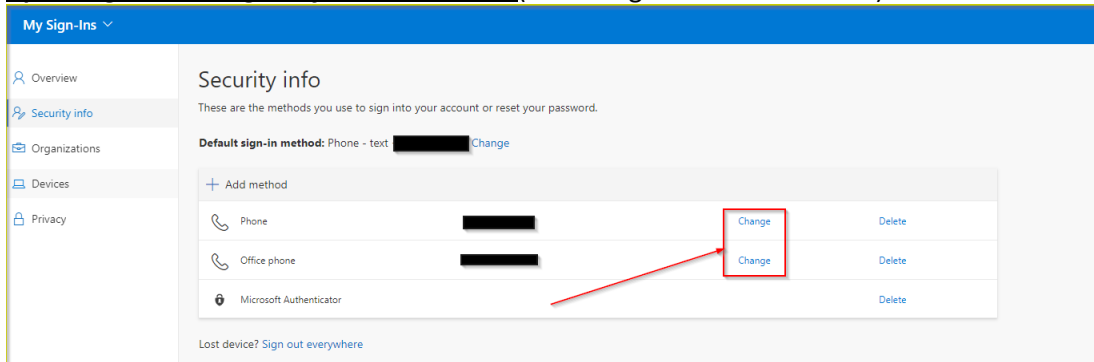## *Adding a Verification Method*

- Click '*Add Method*'
- Select the desired verification method, then click '*Add*', and follow the on-screen prompts

Removing a Verification Method

- Click '*Delete'* on the desired verification method
- Click '*OK*' on the confirmation prompt

Updating an Existing Verification Method (ex: Change of Phone Number)

- Click *'Change'* on the desired verification method
- Follow the on-screen prompts to process the update